

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
DUTY STATEMENT**

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| <b>CLASSIFICATION TITLE</b><br>Transportation Engineering Technician | <b>DISTRICT/DIVISION/OFFICE</b><br>DIST. 06/Traffic Operations |                  |
| <b>WORKING TITLE</b><br>Traffic Census                               | <b>POSITION NUMBER</b><br>906-350-3175-xxx                     | <b>EFFECTIVE</b> |

**As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.**

**GENERAL STATEMENT:**

Under the supervision of the Chief, Branch of Office of Traffic Electrical, this position acts as a team member of the Traffic Census section in the gathering and processing of traffic data collected from field count stations either locally or remotely. Also, serves to give the overall view of the Census system and acts to protect the integrity of the system.

**TYPICAL DUTIES:**

- 35% (E) Set out and collect temporary portable traffic counter equipment to collect data from various locations throughout the district. Place traffic hoses across live traffic lanes to perform traffic counts. Program traffic counters in various configurations to perform traffic counts in multiple lanes scenarios. Understand traffic patterns to acquire consistent and quality traffic data.
- 30% (E) Setup traffic monitoring sites. Inspect and maintain equipment used in the traffic monitoring station cabinets. Maintain records and process collected data using laptop/workstation computer. Process census data for input into statewide database. Assist in the coordination and compilation of total vehicle/truck counts for the statewide count data publication. Review and edit collected data.
- 15% (E) Perform maintenance and repairs to traffic counter equipment, including hoses, loop detector wiring, modem cables, and low voltage wiring. Coordinate with electrical maintenance to make major repairs to traffic monitoring station cabinets.

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- 10%(M) Assist lead person to initiate projects that will repair or upgrade Census stations. Assist in the preparation of design plans, specifications and estimates (PS&E) using standard drafting and computer aided design techniques. Assist Electrical Design Division to determine new and modified Census locations.
- 10% (M) Maintain inventory of traffic counters. Recommend and prepare request for new counters as needed. Coordinate with Construction Division and Electrical Maintenance Division to maintain all Census locations.

**SUPERVISION EXERCISED OVER OTHERS**

This position carries no supervisory responsibilities. However, incumbent may provide guidance or training to new traffic personnel, concerning the application of traffic Census techniques and lead special count studies.

**KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS**

Must have the ability to effectively use laptops and/or PC's and various software programs commonly used by the Department. Must be able to use analog or digital VOM (volt-ohm-ampere) meter, insulation resistance tester, inductive loop tester and other electronic devices. Ability to respond to inquiries regarding traffic volumes and counting procedures; coordinate with adjacent Districts for shared control station data or information; and communicate with Headquarters Census personnel, cities and counties, private engineering firms, general public, Planning, Design Departments, and Traffic Operations offices. Ability to analyze routine traffic situations and make internal recommendations; make mathematical calculations; communicate effectively with the public, and various governmental agency representatives. Assist electrical designers in developing contract specifications for capital projects. Communicate with outside vendors to solicit technical information for Census equipment. Knowledge of District functions, policies, procedures and operations. The ability to work independently, learn quickly, analyze situations, and communicate tactfully and effectively with a variety of people with different backgrounds, experiences and attitudes.

**CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS**

Errors in traffic volume counts result can have a negative effect on decisions made in Planning, Design, Construction and Maintenance, as well as those made by other Departments and the general public. Traffic counts are made on a rotating basis and are scheduled to meet set requirements. Should these counts not be completed as programmed or scheduled, time is not available for recounts. Since each location is counted once every three years, this will result in an unacceptable time interval between counts.

**PUBLIC AND INTERNAL CONTACTS**

Respond to inquiries regarding traffic volumes and counting procedures. Coordinate with adjacent Districts for shared control data or information. Communicate with Headquarters Census personnel, cities and counties, private engineering firms, general public, Planning, Design Departments, and Traffic Operations offices.

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**PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS**

Physical requirements for this position include driving for long periods of time, climbing steep inclines, requires kneeling and/or bending, and stooping; Sitting for long periods of time using a computer terminal. Must be able to carry up to 40 lbs over unstable surfaces and slopes.

Mental requirements for this position include the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice; ability to organize and prioritize large volumes of varied documents; and the ability to concentrate in order to review and create documents and meet strict deadlines.

Emotional requirements for this position include: interaction with many people and the ability for employees to work together in a cooperative manner; ability to resolve emotionally charged issues reasonably and diplomatically; deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity; consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations; is tactful and treats others with respect; open to change and new information; and adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

**WORK ENVIRONMENT**

Employee will work for extended periods of time outdoors in all types of weather conditions. Employee will be exposed to traffic, dirt, noise, uneven surfaces, and/or extreme heat or cold. Occasionally, the employee will work in a climate-controlled office under artificial lighting.

I have read, and understand the duties listed above and can perform them either with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

\_\_\_\_\_  
Supervisor's Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ADA Notice:** For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.